

Purpose**Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **W4 Tax Withholding** service is located in the 'My Pay' workset in ESS. Employees can use this service to set up (or change) their tax withholding information.

Employees will use this service to maintain their tax data for STATE (SC) and FEDERAL withholdings.

NOTE: When changes are made, they might not be in effect for up to two weeks based on the timing of the payroll cycles.

Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your tax withholding information.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ W-4 Tax Withholding

Transaction Code

ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

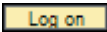
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essuser1, **MySCEmployee** powered by **SCEIS** [Help](#) | [Personalize](#) | [Log Off](#)

Welcome | **Employee Self Service** | Alerts and Information | Universal Worklist

History | Back | Forward

Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

News Of Interest

- A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- Finalizing roll out phases. In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- Note: The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

Helpful Links

- SC Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- State Holidays
- SCEIS
- BLOG

5. Click the Employee Self-Services tab

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Welcome | **Employee Self Service** | My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

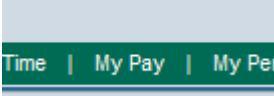

<p>My Employee Search</p> <ul style="list-style-type: none"> *State Employee Directory 	<p>My Working Time</p> <ul style="list-style-type: none"> *Record Working Time *Holiday Schedule *Leave Requests *Quota Overview *State Employee Leave Package *Time Statements
<p>My Pay</p> <ul style="list-style-type: none"> *Pay Statements *Total Comp Statement *Employee Verification *Bank Information (Direct Deposit) *W-4 Tax Withholding *Voluntary Deductions 	<p>My Personal Info</p> <ul style="list-style-type: none"> *Address and Emergency Contacts *Personal Data
<p>My Benefits</p> <ul style="list-style-type: none"> *Employee Insurance Program Websites *Retirement Forms 	<p>My Travel and Expenses</p> <ul style="list-style-type: none"> *Expense Reports *Travel Requests
<p>My Career</p> <ul style="list-style-type: none"> *State Jobs *Training and Development 	



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by

performing one of the following functions:

Activity	Notes
	Select the workset TAB . The workset tabs are located below the main ESS tab.
	Click the ICON for the workset.
My Pay	Click the main LINK for the workset.



Welcome essuser1, **MySCEmployee**
powered by **SOEIS**

Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

My Pay

Pay Information
[Pay Statements](#)
 View your pay statements (current or historical).
[Employment Verification](#)
 Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

Direct Deposit and Banking
 [Direct Deposit Authorization](#)
 Read this prior to maintaining direct deposit.
[Bank Information](#)
 Maintain your banks for direct deposit.
 NOTE: Changes made might not be in effect for up to two weeks.

Deductions and Withholdings
[W-4 Tax Withholding](#)
 Maintain your tax withholdings for Federal and State.
 NOTE: Changes made might not be in effect for up to two weeks.
[Voluntary Recurring Deduction](#)
 This link allows you to enter Voluntary Recurring Deduction
[One Time Voluntary Deduction](#)
 This link allows you to enter One Time Voluntary Deduction



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **W-4 Tax Withholding** service, click the link [W-4 Tax Withholding](#).
8. The overview screen for **W-4 Tax Withholding** is displayed:

Welcome essuser1, **MySCEmployee**
powered by **SC EIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

W4

1 2 3 4

Overview Edit Review and Save Confirmation

Federal

Filing Status: 02
No. of Exemptions: 00

Edit

Previous Step New South Carolina Exit



Only New Hire employees will have the option to create a new State (SC) or Federal tax withholding record in ESS. After the initial set up is complete, employees will only have the ability to make changes. The screenshot above shows an example of an existing Federal record that can be changed and no current State record.

9. To create a new State (SC) record, click **New South Carolina**.

10. As required, complete/review the following fields:

Field	R/O/C	Description
Tax Authority	R	The tax authority state for unemployment. It will read SC (State) or FED (Federal), depending what record is being maintained.
Filing Status	R	The filing status of the employee. From the drop-down, select one of the following: <ul style="list-style-type: none"> • Head of Household or Family • Married • Single
No. of Exemptions	R	The number of exemptions claimed by the employee.
Additional Withholding	O	The additional amount to be withheld, at the employee's request, for the payment of taxes.
		This status determines whether an employee's earnings are exempt from taxation. From the drop-down, select one of the following:
Tax Exempt Indicator	R	<ul style="list-style-type: none"> • Not Exempt • Exempt
		NOTE: Employees should fully understand the reporting rules when selecting Exempt. It is recommend you contact the Payroll Department to ensure you qualify for Exempt status.
Declaration (Checkbox)	R	The checkbox is used to 'certify' the tax withholding information entered by the employee. Checking this box is similar to an e-signature as a certification. The system will not allow the employee to save the record until the checkbox is selected.



Tax Exempt Employees - In ESS, employees will only have the ability to select 'Not Exempt.' A tax 'Exempt' status must be maintained and approved through the Payroll Department.

11. Maintain the Tax Withholding Information and then perform one of the following:

If	Then
You want to continue and save the Tax Withholding Information.	Click Review
You do not want to save the information entered/changed and navigate back to the Tax Withholding overview page.	Click Previous Step
You want to cancel all activity in the Tax Withholding Information service and navigate back the the 'My Pay' area page.	Click Exit

12. For the purpose of this exercise, click [Review](#).

The screenshot shows the 'MySCEmployee' portal interface. The top navigation bar includes 'Welcome essuser1,' and 'MySCEmployee powered by SCEIS'. Below this is a menu with 'Welcome' and 'Employee Self-Service'. The 'Employee Self-Service' menu is expanded, showing options: 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The 'W4' section is active, displaying a progress bar with four steps: 1 Overview, 2 Edit, 3 Review and Save (highlighted), and 4 Confirmation. Below the progress bar, the text 'Verify the Tax Data data below' is followed by a list of tax information: Tax Authority: SC, Filing Status: Married, No. of Exemptions: 02, Additional Withholding: 20.00 USD, and Tax Exempt Indicator: Not Exempt. At the bottom of the form, there are three buttons: 'Previous Step', 'Save', and 'Exit'.

13. To save the Tax Withholding record, click [Save](#).

Welcome essuser1, **MySCEmployee**
powered by **SC EIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

1 Overview 2 Edit 3 Review and Save **4 Confirmation**

i The changes you made to your Tax Data data were saved

What do you want to do next?
[Go to W4 Tax Withholding Overview](#)
[Go to My Pay Homepage](#)
[Go to Employee Self-Services Homepage](#)

Tax Authority: SC
 Filing Status: Married
 No. of Exemptions: 02
 Additional Withholding: 20.00 USD
 Tax Exempt Indicator: Not Exempt

14. Perform one of the following:

If	Then
You want to navigate back to the W4 Tax Withholding overview page to display or maintain additional tax withholding data.	Go to W4 Tax Withholding Overview
You want to navigate back to the 'My Pay' area page.	Go to My Pay Homepage
You want to navigate all the way back to the main ESS 'My Overview' page.	Go to Employee Self-Services Homepage

15. For the purpose of this exercise, click the link [Go to W4 Tax Withholding Overview](#) .

The screenshot shows the 'MySCEmployee' web application interface. At the top, it says 'Welcome essuser1,' and 'MySCEmployee powered by SCEIS'. Below this is a navigation bar with links: 'Welcome', 'Employee Self-Service', 'My Overview', 'My Employee Search', 'My Working Time', 'My Pay', 'My Personal Info', 'My Benefits', 'My Travel and Expenses', and 'My Career'. The main content area is titled 'W4' and shows a progress bar with four steps: 1 (Overview, highlighted), 2 (Edit), 3 (Review and Save), and 4 (Confirmation). Below the progress bar, there are two sections: 'Federal' and 'South Carolina'. Each section contains 'Filing Status: 02' and 'No. of Exemptions: 00' (for Federal) or '02' (for South Carolina), with an 'Edit' button. At the bottom, there are 'Previous Step' and 'Exit' buttons.

Welcome essuser1, MySCEmployee powered by SCEIS

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

W4

W4

1 2 3 4

Overview Edit Review and Save Confirmation

Federal

Filing Status: 02
No. of Exemptions: 00
Edit

South Carolina

Filing Status: 02
No. of Exemptions: 02
Edit

Previous Step Exit

Once the initial STATE or FEDERAL record is created, the button/option to create a 'New' record is no longer available for selection. However, employees always have the option to make changes by selecting the 'Edit' button(s).

Changes made might not be in effect for up to two weeks, based on the timing of the payroll cycles.

Result

You have maintained your STATE and/or FEDERAL Tax Withholding Information.